

# Creating a Repeating Schedule With Different Cost Centers

**Schedule Planner**  
Loaded: 13:27

Show: ZZZ - Supervisor Training Edit

Time Period: Current Schedule Period Refresh

**Save | Actions | Shift | Pay Code | Accrual Amount | Pattern | Group | Tools | View**

- Click on the Schedule Planner link on the left side of the screen.
- Highlight the employee name to be changed.
- Click on the Pattern tab and select Add Pattern from the drop-down.
- The Pattern Editor screen will appear.

**Pattern Editor**  
TRAIN13, MANAGER

Effective Dates:  
 \* Work Start Date: 10/24/2003  
 \* Pattern Start Date: 10/24/2003  
☒ Forever ☐ End Date:   
☐ Override other patterns

Recurring: 2 ☒ Weeks ☐ Days Items in rotation Find

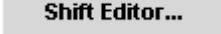
No.	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1							
2							
3							

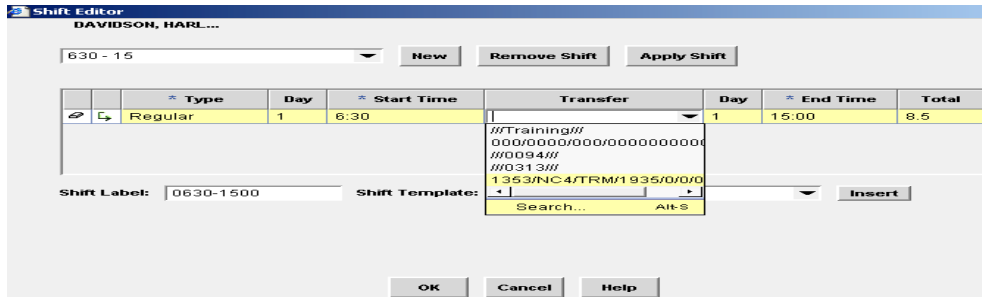
Insert Shift...  
 Insert Pattern...  
 Shift Editor...  
 Pay Code Editor...  
 Delete

OK Cancel Help

- Enter the 1<sup>st</sup> day of the pay period for the Work Start Date and Pattern Start Date.
- Leave the Forever radio button highlighted or select End Date and enter an end date.
- Select (2) for the recurring number of weeks for the schedule.
- Hold down CTRL key and highlight the days to be scheduled.
- Click on Insert Shift Insert Shift... and select from the drop-down. Schedule now appears in the highlighted days.
- If necessary repeat steps for additional days of scheduling.
- Highlight desired days to change the cost center assignment.

# Creating a Repeating Schedule With Different Cost Centers

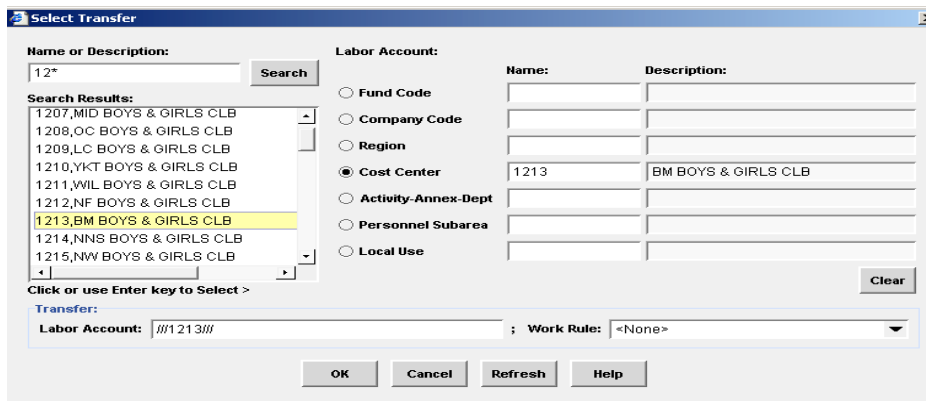
- Click on Shift Editor . The following screen will come up.



The Shift Editor window shows a table with columns: Type, Day, Start Time, Transfer, Day, End Time, and Total. The first row is highlighted with a yellow background. The Transfer column has a dropdown menu open, showing a list of transfer codes. The Shift Label is 0630-1500 and the Shift Template is 1353/NC4/TRM/1935/0/0/0.

Type	Day	Start Time	Transfer	Day	End Time	Total
Regular	1	6:30		1	15:00	8.5

- Click in the Transfer column between the start and end times and the drop-down arrow. Select Search.



The Select Transfer window shows a search results list on the left and a form on the right. The search results list contains several entries, with 1213, BM BOYS & GIRLS CLB selected. The form on the right has fields for Name, Description, and Labor Account. The Labor Account field is populated with 1213.

Search Results:

- 1207,MID BOYS & GIRLS CLB
- 1208,OC BOYS & GIRLS CLB
- 1209,LC BOYS & GIRLS CLB
- 1210,YKT BOYS & GIRLS CLB
- 1211,WIL BOYS & GIRLS CLB
- 1212,NF BOYS & GIRLS CLB
- 1213,BM BOYS & GIRLS CLB
- 1214,NNS BOYS & GIRLS CLB
- 1215,NW BOYS & GIRLS CLB

Transfer:

Labor Account: 1213 ; Work Rule: <None>

- Click on the Cost Center button, and then select the cost center the employee will be working in from the Search Results box. **Note:** Cost Centers are four numbers in length. Use preceding zeros if necessary.
- Click OK – you will now return to the Pattern Editor. You will see an (x) after the transferred hours.
- Click OK – you will now return to the Schedule Planner.
- Click on **Save**.